

United States Government

Department of Energy
Oak Ridge Operations Office

memorandum

DATE: December 1, 1998

REPLY TO

ATTN OF: AD-442:Blaylock

SUBJECT: **LEAVE DONATION SOLICITATION FOR LAVADA CHADWELL**

TO: All ORO and OSTI Employees

Lavada Chadwell has been approved as a leave recipient under the Voluntary Leave Transfer Program. Ms. Chadwell's mother has undergone several unsuccessful surgeries to implant an artificial knee. A knee infection has resulted in her mother being bedridden. This condition requires constant care in preparation for another possible surgery.

Employees who wish to donate earned annual leave to Ms. Chadwell may do so by completing the attached "Leave Donation Form." When completed, it should be given to your time and attendance clerk for forwarding to the Payroll office. Note: if you wish to donate "use or lose" leave, you must indicate on the donation form that the leave is "use or lose."

Your attention is called to the following requirements of the program:

1. Only earned annual leave may be donated which includes any "carryover" hours and "restored" hours.
2. The maximum annual leave donation by an employee is limited to one-half the number of hours the employee will earn in the current leave year. (26-day category - 104 hours; 20-day category - 80 hours; 13 day category - 52 hours).

If you have any questions, please contact your Personnel Management Specialist.

Lois Jago, Chief
Personnel and Management
Analysis Branch

Attachment